

Superior Court of California County of Sacramento

An Equal Opportunity Employer

ANNOUNCES AN EMPLOYMENT OPPORTUNITY

for

SENIOR INFORMATION TECHNOLOGY ANALYST (Networking Option)

THE POSITION:

The Superior Court of California, County of Sacramento is now accepting applications for Senior Information Technology Analyst (Networking Option). The Court is recruiting for a Senior Information Technology Analyst to perform a variety of professional, technical and analytical duties in the operation of enterprise, client/server and desktop computer systems and networks. Senior Information Technology Analyst may function as supervisors or team leaders and/or technical specialists who define problems and propose preliminary solutions. This position is part of the Management Information Systems unit and is located in downtown Sacramento.

Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) For applicants not currently employed by the Court, the probationary period for this classification is one (1) year. For applicants currently employed by the Court in permanent positions, the probationary period is six (6) months.

SALARY: **\$2,704.80 - \$3,288.00 bi-weekly**
 \$5,883.00 - \$7,151.00 monthly
 (plus a 3.35 % differential)

FINAL FILING DATE: **Friday, April 22, 2005 at 5:00 p.m. (or until filled)**

ESSENTIAL DUTIES:

Duties performed by the Senior IT Analyst (Networking Option) include but are not limited to the following:

- Plans, determines requirements, designs, builds, tests, implements, maintains and enhances complex business systems.
- Integrates complex systems for inter-operability over multiple platforms and technologies.
- Acts as liaison between vendors, technical support and departments to resolve complex system and network problems. Coordinates and implements corrective measures.
- Models changes against hardware and software configurations to optimize the utilization of resources.
- Provides leadership and mentoring to other Information Technology Analysts.
- Determines needs and develops plans and proposals to meet the needs of customers.
- Researches, determines feasibility, advises and recommends appropriate uses of information technology.
- Monitors and enforces security procedures.
- Participates in projects related to responsibilities; may serve as a technical project lead.
- Publishes capacity plan.
- Determines and adjusts thresholds for system resources.
- Provides data for justification for unit budget.

MINIMUM QUALIFICATIONS:

Either I

Education: A Bachelor's Degree in computer science, information systems, or a closely related field.

AND

Experience: Three (3) years full-time experience in the fields of systems analysis, systems engineering, programming, database administration and/or analysis, operating systems, network analysis and/or management or similar field in a multi-platform information systems environment. Two (2) of the three (3) years experience shall be in the networking area.

Substitution: Additional relevant full-time experience may be substituted for the Bachelor's Degree on a year-for-year basis.

Or II

Experience: Two (2) years full-time experience in the class of Information Technology Analyst (Level II) in Sacramento Court/County service or at the level of Information Technology Analyst (Level II) as contracted through Sacramento Court/County.

Knowledge of:

Software systems development in life cycle; principles of computer data processing; business system applications; principles and techniques of software and systems quality assurance and control; principles and practices of leadership and mentoring; principles and practices of technical problem solving; principles, processes, techniques of project management and related software; methods of long term technology assessment and deployment; team dynamics and team building; principles, practices and techniques of providing customer service; design, installation and maintenance of enterprise, distributed, client/server and desktop computer systems; computer operations and facilities; principles and practices of producing effective project and technical documentation; programming languages and job control language; restart and recovery concepts; logical and physical network design; LAN/WAN network hardware and software vendors and products; data communication concepts and principles; internet and intranet architecture; network security policies, techniques and procedures; network documentation, configuration, maintenance and diagnostic procedures and techniques.

Ability to:

Recognize problems, develop recommendations and solutions, oversee correction within assigned specialty; work effectively with clients, users, judicial officers and management; promote and maintain a team environment; coordinate activities with vendors, clients and staff; communicate orally and in writing; understand highly complex information technology systems and issues; integrate information technology systems.

DESIRABLE QUALIFICATIONS:

- Experience supporting one or more of the following in a medium to large scale computing environment: Windows 2000/2003 Enterprise Edition Server; Windows Active Directory 2003, Exchange 2003, SMS 2003, SQL 2003, IIS 6.0, ISA 2000/2004; HP Server and Disk Storage Hardware; Cisco Router and Switch Hardware and Cisco IOS; Citrix MetaframeXP; Sun Solaris 8 Operating System and Veritas File System and Disk Management.
- Familiarity with one or more of the following: Network Monitoring Tools; Spam Filtering and Virus Scanning Software; Backup and Recovery Software.
- Advanced education or certification in MCSE Windows 2000/2003, CCNA, CCNP, CISSP Certifications.

SELECTION PROCEDURES:

1. Applicants must submit a completed **court application form, resume and answers to the supplemental questionnaire** by **5:00 p.m. on Friday, April 22, 2005** (*or until filled*). Applications received by the final filing date of April 22, 2005 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at www.saccourt.com, in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.
2. Application packets will be screened to determine the best-qualified candidates.
3. The best-qualified candidates will be invited to an oral interview. The interview may consist of written and/or oral questions and/or a job simulation exercise.

SELECTION PROCEDURES FOR TRANSFER APPLICANTS:

To be eligible to transfer to this position you must meet all three (3) of the following requirements:

1. Be a regular Court employee.
2. Meet the minimum qualifications for the classification as referenced in this job announcement.
3. Be working in a classification for which the top step of the salary range is within 5% of the top step salary for the position for which you desire to transfer.

TO APPLY FOR TRANSFER: Employees who are eligible to transfer into this Senior Information Technology Analyst position must submit a completed **court application form, resume and answers to the supplemental questionnaire** by **5:00 p.m. on Friday, April 22, 2005** (*or until filled*). Applications received by the final filing date of April 22, 2005 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at www.saccourt.com, in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.

Applications will be screened to ensure eligibility for transfer and those applications that are eligible will be provided to the hiring Manager/Supervisor.

The hiring Manager/Supervisor will contact applicants regarding the status of their applications.

Eligible transfer applicants will be considered by the hiring Manager/Supervisor. Submission of an application does not guarantee an interview.

The selection procedures are subject to change.

If you believe you have a disability that will make it difficult to participate in any portion of the recruitment process and will require reasonable accommodation, please contact the Court's Human Resources Office at (916) 874-7828.

SENIOR INFORMATION TECHNOLOGY ANALYST SUPPLEMENTAL QUESTIONNAIRE

Completion of this questionnaire is a required part of the examination process. Your responses **must be submitted** with your **court application** form and **resume** by **5:00 p.m. on Friday, April 22, 2005**. Applicants who do not complete this supplemental questionnaire will be eliminated from the examination process.

Be sure to answer the questions completely and accurately. Your responses will be used to evaluate your **writing skills** as well as your **experience** and **qualifications** when determining the best-qualified candidates for interview.

Please include your name on each page of your response and limit your response to no more than one (1) page per question.

1. Describe the multi-user computing environment(s) in which you have operated and the functions you were responsible for performing. Include the number of network devices, servers, workstations, users, site or locations and the technologies used.
2. Describe a difficult technical problem you have encountered which required you to analyze, identify, troubleshoot and correct the problem. Include the scope of the problem, who was affected and the resources you used to correct the problem. Identify each of the steps you took to resolve the problem.
3. Describe the most challenging technical project on which you have been involved. Describe your role on the project. Explain how your knowledge, skills and abilities helped you complete the project.

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO
EMPLOYMENT INFORMATION**

The Superior Court of California, County of Sacramento, is an Equal Opportunity Employer. Applications are encouraged from all persons regardless of race, ethnicity, sex, religion, national origin, age, sexual orientation, disability or any non job-related criteria. Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) and are exempt from Sacramento County Civil Service.

Employment with the Superior Court of California, County of Sacramento, is contingent upon passing a security clearance, which includes fingerprinting. Before appointment, candidates must provide documents evidencing identity and authorization to work. The Superior Court of California, County of Sacramento, is obliged to examine each candidate's documents that 1) identify the individual and 2) are evidence of authorization to work. The Superior Court of California, County of Sacramento maintains a smoke-free, drug-free work environment.

Some positions require, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity. A medical examination may be required for specific positions due to related job tasks.

If you have a disability that would require accommodation during the application, testing and/or interviewing process, please call Human Resources at 916-874-7828.

BENEFIT INFORMATION

Most employee benefits are similar to the following for all employees of the Superior Court of California, County of Sacramento; however, some benefits differ depending upon the employee representation unit to which the employee's job classification is assigned. Information concerning the exact benefits applicable to a particular job classification may be obtained from the Superior Court of California, County of Sacramento, Human Resources Office. Most benefits do not apply to temporary positions. The following is an explanation of the benefits, which apply to those employed in regular positions:

Vacation: Vacation with pay varies depending upon the employee representation unit. New employees typically earn ten (10) days per year and accrual rates normally increase according to years of service.

Holidays: The Superior Court of California, County of Sacramento, recognizes thirteen $\frac{1}{2}$ (13 $\frac{1}{2}$) holidays per year.

Sick Leave: Employees accrue 4.6 hours per bi-weekly pay period, equivalent to fifteen (15) days per year.

Parental Leave: Employees with at least one (1) year of service are eligible for paid parental leave upon the birth or adoption of a child.

Retirement: Employees are covered by the Sacramento County Employee's Retirement System and Social Security.

Group Health, Dental and Life Insurance: The Court either pays for or shares the cost of employee and dependent health insurance coverage depending on the negotiated agreement. Employee and dependent dental insurance is provided at no cost. Basic employee life insurance is provided at no cost to the employee with additional optional life insurance subsidized by the Court.

Deferred Compensation: The County offers a Deferred Compensation Program to employees who wish to reduce their taxable income earned with the Court. Enrollment in, and modification to, the employee's plan occur on a quarterly basis.

Credit Union: The credit union offers loan facilities and systematic savings plans through payroll deduction.

Computer Purchase Program: Employees with one (1) year of service are eligible to apply for an interest-free loan for the purchase of a personal computer.